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Memorandum

TO : Director of Logistics

DATE: 3 May 1963

FROM : Chief, Real Estate and Construction Division, OL

SUBJECT: Monthly Activity Report

1. Administration

a. A second operational test of the main emergency power facilities at Headquarters (two 2000 KW generators) is scheduled for 0800 on Sunday, 5 May 1963. This test will follow the general pattern of the test of 24 March 1963 and it is expected to reflect improved operating procedures of the General Services Administration personnel in the operation of the diesel generators and load dispatching. Corrections have been made in design deficiencies disclosed in the first test and a smoother and more rapid transition from commercial to emergency power is expected. Representatives of components that have essential and/or heavy power requirements have been asked to be present during the test to report on their observations. Sooner or later, we should conduct a test during normal duty hours with the building fully occupied to get a true picture of conditions in an unscheduled and unannounced emergency.

b. GSA will advertise for bids on 7 May for the improved lighting facilities in the West Parking Lot. Bid opening is scheduled for 22 May and completion of the project should be on or about 1 July. The sum of \$13,711.00 has been made available to GSA for this work and will be charged to new building construction funds.

c. Personnel

25X1A9a (1) Mr. [REDACTED] Mechanical Engineer, GS-9, resigned effective 26 April to accept a position with GSA at a GS-11 grade.

25X1A9a (2) Miss [REDACTED] clerk-typist, GS-4, resigned effective 26 April.

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2. Construction and Utilities Engineering Branches

a. Headquarters

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(1) [REDACTED]

(a) Beneficial occupancy occurred on 1 January 1963. Contractor assisting in installation of equipment and correcting defects and omissions.

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(b) Design of high-pressure steam line for emergency service to building awarded to [REDACTED] by GSA. Estimated cost of steam line - \$85,000. New line to be in operation by end of year.

(2) Recreation Area, Langley, Virginia: Plans and specifications have been distributed to interested contractors. Bids to be received by 3 May.

(3) Central Building, TSD: Contract award - \$284,000. Project is behind schedule due to large volume of change orders and the slow delivery of certain critical materials. Actual completion - 48 per cent; scheduled completion - 66 per cent. At our request, GSA is attempting to schedule and expedite the work to regain a portion of the lost time.

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(4) Air Conditioning for TSD and T&I Shop, [REDACTED] Low bid of [REDACTED] on TSD project to be awarded by GSA. Plans for the T&I area are substantially complete. Estimates prepared by GSA indicate cost of the combined project is approximately \$120,000.

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(5) [REDACTED] Building: Construction of new optical testing laboratory for TSD. Contract award - \$14,887.

(6) Headquarters Building:

(a) Survey for signal system for medical area completed. Proposed system forwarded through C/LSD.

(b) Investigation of cause of recent power blackout indicated that power surge due to a fault on the VEPCO system caused relays to operate on Agency breakers, cutting off power. Relays have since been adjusted, but further tests are planned on 5 May.

(c) Logistics Services Division is being given technical assistance for miscellaneous air conditioning, heating, and ventilation installations at Langley, 1717 H Street and 1016 16th Street.

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